



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 23.3**

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**Subject: Clothing, Bedding and Personal Hygiene Basics**

**Supersedes: DCS 23.3, 12/01/01**

**Local Policy: No**

**Local Procedures: Yes**

**Training Required: No**

**Applicable Practice Model Standard(s): No**

**Approved by:**

**Effective date: 02/01/00**

**Revision date: 04/01/05**

### **Application**

To All Department of Children's Services Youth Development Center and DCS Group Home Employees

**Authority:** TCA 37-5-101; 37-5-102; 37-5-106

### **Policy**

The Youth Development Centers and DCS Group Homes shall provide bedding, linen, towels, laundry facilities, and basic personal hygiene articles to enable youth to maintain acceptable standards of personal hygiene and appearance.

### **Procedures**

**A. Issuance of clothing, bedding and personal hygiene items**

Basic personal hygiene items shall be issued to each youth upon their arrival to a Youth Development Center and DCS Group Home and shall include, but not be limited to, the following:

1. Clean bedding and linens shall be issued and shall include at least:
  - a) Two (2) sheets,
  - b) One (1) pillow case,
  - c) A fire retardant mattress and pillow,
  - d) Sufficient blankets to provide comfort under existing

temperature controls,

e) One (1) clean bath towel and one (1) clean wash cloth,

f) Approved alcohol-free, basic personal hygiene articles shall include but not be limited to:

- ◆ Shampoo,
- ◆ Toothpaste,
- ◆ Toothbrush,
- ◆ Toilet paper,
- ◆ Deodorant,
- ◆ Soap,
- ◆ Comb and/or brush,
- ◆ Safety razors, if needed, and
- ◆ Hygiene items for females.

2. At the discretion of the youth development center superintendent or DCS Group Home supervisor, personal hygiene articles may be purchased in clear see-through containers.
3. Each facility shall have local procedures for the issuance, monitoring and disposal of safety razors.
4. There shall be a provision for linen exchange including towels at least weekly.

**B. Personal hygiene items**

During orientation with the youth, designated staff shall inform the youth of what personal hygiene articles the facility shall provide him/her during his/her stay. Also, the youth shall be informed that he/she shall be allowed to purchase other personal hygiene articles at his/her own expense or that his/her parents can provide other personal hygiene articles if approved by staff.

**C. Clothing, bedding and linen**

1. Upon arrival, if a youth has no clothing, a clean change of underwear and clothing shall be provided by the facility.

2. Within twenty-four (24) hours of arrival, arrangements shall be made to obtain the youth's own clothing or to provide facility clothing as programming directs.
3. The facility shall provide for the thorough cleaning and when necessary, disinfecting of the youth's personal clothing before storage or before allowing the youth to keep and wear personal clothing.
4. Procedures shall be developed for the disposition of issued clothing upon a youth's transfer, release or discharge and for the exchange and/or laundering of towels, washcloths and bed linens. This procedure shall be explained to the youth during orientation.
5. Youth assigned to special work areas (e.g., food service, facility physical plant, maintenance shops and other special work areas) shall be issued special and protective clothing and equipment in accordance with the requirements of their work assignment.
6. The facility shall allow for daily showers and showers after strenuous exercise.

## **Forms**

None

## **Collateral Documents**

*None*

## **Standards**

ACA 3-JTS-4B-08

ACA 3-JTS-4B-09

ACA 3-JTS-4B-11

ACA 3-JTS-4B-12

ACA 3-JTS-4B-13

ACA 3-JTS-4B-14

ACA 3-JCRF-4B-06

ACA 3-JCRF-4B-07

ACA 3-JCRF-4B-08

ACA 3-JCRF-4B-09